

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	CNFJ-N8RP-009-05
		募集締切日： Closing Date	12 Sep 2005
		発行日： Date of Issue	1 Sep 05
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) Pay and Allowance Examiner #380 (給与検査職) <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.5em;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander U.S. Naval Forces, Japan Comptroller Office, Regional Comptroller Office, Program / Manpower Division (Code N8RP) 勤務場所 Working Place:横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular 勤務日 Work Days: Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties: See attached.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Knowledge of the Master Labor Contract (MLC), CNFJ instructions and other regulations governing payroll procedures. c. Skill in operating personal computer such as Outlook, Word, Excel, Access, PowerPoint, etc. d. Ability to audit activities' pay and allowance procedures/work situation, and provide advice and assistance to operating officials in installing and maintaining proper procedural controls. e. Ability to supervise subordinate employees. f. Ability to speak, read and write English at fluent proficiency level (LAD-3). g. Ability to speak, read and write Japanese at native language level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A 免許証／修了証 License/Certificate Required : N/A			

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)		
問い合わせ先 for Job Inquiries 担当部署／担当者名 Office/PO 担当部署 Office : Commander, U.S. Naval Forces, Japan Code N8RP 担当者名 Name : Mr. Sugano ☎046-816-2698 (Extension/内線 243-2698)	提出先 Office to Submit 〒238-0001 神奈川県横須賀市泊町 1 番地、Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (N131D) ☎046-816-8152 (内線/Extension) 243-8152	事務処理欄 For Official Use PD No.: CNFJ-N8RP-002 PD is accurate and current. Certified by Activity: KO HRO: ah 8/31 yk 9/1

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Task List for Pay and Allowance Examiner

Serves as the head of MLC Payroll office in CNFJ Regional Comptroller office. Supervises technically and administratively eight (8) MLC Payroll staff.

Assists a Contracting Officer's Representative (COR) or Assistant COR in the examining of pay and allowance procedures, authorizations and reimbursements under the MLC. Visits activities employing MLC personnel representing the COR for the purpose of auditing time and attendance reporting procedures, work situation, justification and time accounting for allowances, and to provide advice and assistance as necessary to operating officials in installing and maintaining proper procedural controls. Makes recommendations for remedial action to the COR as appropriate. Maintains close contact with persons of the Yokosuka branch of Labor Management Organization/Incorporated Administrative Agency (LMO/IAA) and other personnel concerned, giving information or assistance to them on the settlement of problems encountered. Assures verification of documents according to the bulk certificates furnished by the Yokosuka branch of LMO/IAA, proper classification of cost data by appropriate accounting codes, resolution of discrepancies, and distribution of documents signed by the COR or Assistant COR to appropriate offices.

Reviews, studies and coordinates the Extended Sick Leave to meet CNFJ 12000.17 and CNFJ Time-keeping manual.

Conducts periodical training of implementation and operation of automated timesheets and provide guidance to meet CNFJ 12000.17 and CNFJ Time-keeping manual.

Assists Regional Activity Based Costing/Activity Based Management (ABC/ABM) Administrator in collecting MLC payroll data from the Yokosuka branch of LMO/IAA. The incumbent has responsibility to post MLC payroll data correctly on the ABC/ABM system and coordinates similar submissions from CNFJ Comptroller store-fronts.

Performs other related duties as assigned.